



Langley Research Center

LPR 1040.2

Effective Date: August 17, 2004

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LARC DUTY OFFICER'S HANDBOOK

National Aeronautics and Space Administration

Responsible Office: Systems Engineering Competency

PREFACE

This Langley Procedural Requirements (LPR) contains detailed instructions for the NASA Langley Duty Officer. The NASA Langley Duty Officer is located at the Steam Plant, 14 West Taylor Street (Facility 1215), extension 44927. This officer is the official contact point for the Center after normal day shift duty hours, including weekends and holidays. The Duty Officer provides support services and resolves problems arising after normal duty hours, weekends, and holidays. These responsibilities are in addition to regularly assigned duties.

Supervisors whose names appear in this LPR are to update information contained herein as required, and furnish it to the Systems Engineering Competency.

The ~~Office of Logistics Management~~Langley Management System Support Office is to coordinate changes, additions, and deletions in this LPR. |

LPR 1040.2, dated July 22, 2004, is rescinded and should be destroyed.

Delma C. Freeman, Jr.
Deputy Director

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INTRODUCTION

1. OVERVIEW

The following sets forth responsibilities and procedures for the LaRC Duty Officer.

2. RESPONSIBILITIES

a. Contracting Officer's Technical Representative (COTR), Facilities and Equipment Support Services (FESS), Systems Engineering Competency (SEC):

Maintain a roster of personnel qualified to serve as the Duty Officer.

b. Contract Manager, Facilities and Equipment Support Services (FESS):

(1) Designate specific Duty Officer assignments at the primary Duty Officer station at the Steam Plant, 14 West Taylor Street (Facility 1215).

(2) Ensure that clear duty assignments are made to qualified Duty Officers.

c. Duty Officer:

(1) Maintain the Standard Distribution List (see LAPD 1551.1, "Langley Research Center Standard Distribution Lists (SDL) System") for LPR 1040.2 to ensure that appropriate LaRC personnel receive the handbook.

(2) Transmit, annually, changes to LPR 1040.2 to the Office of Logistics Management (OLM).

(3) Update, monthly, the "LARC Duty Officer Call List" which is kept at the primary Duty Officer station at the Steam Plant, 14 West Taylor Street (Facility 1215).

d. Office of Logistics Management:

Revise handbook.

3. PROCEDURES

a. Requesting service of a continuing or permanent nature (30 days or more). All requests will be updated annually.

(1) Requestor:

Requests/services that fall within the realm of the Duty Officer functions shall be submitted to the COTR, FESS, SEC, for approval. (See Figure 1 for sample format.)

(2) COTR, FESS, SEC:

Approve and forward request to the Contract Manager, FESS.

(3) Contract Manager, SEC:

Provide Duty Officer with approved requests for inclusion in LPR 1040.2.

(4) Duty Officer:

Annotate information in LPR 1040.2 to ensure recording current information.

b. Requesting services for a period of up to 30 days:

(1) Requestor:

Submit request to the COTR, FESS, SEC. (See Figure 2, Part 1, for sample format.)

(2) COTR, FESS, SEC:

Approve and forward request to the Duty Officer.

c. One-time request for services:

(1) Requestor:

Submit request to the COTR, FESS, SEC. (See Figure 2, Part 2, for sample format.)

(2) COTR, FESS, SEC:

Approve and forward request to the Duty Officer to perform services.

d. Emergency request for services:

(1) Facility Coordinators or other Responsible Individuals:

Telephone(s) request directly to the Duty Officer (44927) should a situation occur which does not allow time for processing a written request.

4. REFERENCES

LAPD 1700.2, "Safety Assignments"

LAPD 1551.1, "Langley Research Center Standard Distribution Lists (SDL) System"

LPR 1046.1, "Langley Research Center Emergency Plan"

LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics"

LMS-OP-0939, "Aviation Accident Reporting, Investigation and Site Management Plan"

NASA Langley Form 55, "LaRC Stock Issue and Turn-In Slip"

**Figure 1 - Format for Requesting Services of a Continuing or Permanent Nature
(30 days or more)**

[Entry for LPR 1040.2, updated annually in April]

DATE

TO: 481/Contracting Officer's Technical Representative,
Facilities and Equipment Support Services, SEC

FROM: M/S, Typed Name, Title, and Organization

SUBJECT: (Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service including:)

- Equipment:
- Equipment Number
- Equipment Description
- Situation:
- Location:
- Frequency:
- Sequence:
- Other data as appropriate

PERSONNEL TO BE CALLED FOR ASSISTANCE OR WHO SHOULD BE
NOTIFIED: (List all individuals:)

| <u>Name</u> | <u>Home Telephone Number</u> | <u>Business Extension</u> |
|-------------|------------------------------|---------------------------|
|-------------|------------------------------|---------------------------|

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative
FESS, SEC

Date

Figure 2 - Format for Requesting Services of LaRC Duty Officer

PART I: For a period of up to 30 days

DATE:

TO: 481/Contracting Officer's Technical Representative, FESS, SEC

FROM: M/S, Typed Name, Title, and Organization

SUBJECT: (Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service.)

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative, FESS, SEC

Date

PART II: One-time request

DATE _____

TO: 481/Contracting Officer's Technical Representative, FESS, SEC

FROM: M/S, Typed Name, Title, and Organization

SUBJECT: (Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service.)

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative, FESS, SEC

Date _____

ACCIDENT/INCIDENT

Duty Officer ACTION

When an accident involving injury or equipment damage is reported, other than minor automobile accidents:

- Advise one of the following groups:
 1. Emergency Preparedness Officer AND Technical Assistant for Maintenance, Systems Engineering Competency.
 2. Alternate Emergency Preparedness Officer AND Technical Assistant for Maintenance, Systems Engineering Competency.

IF UNABLE TO NOTIFY ONE OF THE ABOVE GROUPS, CALL:

Director, Systems Engineering Competency

- The Fire Department will notify all appropriate persons in case of fire or personal injury involving an ambulance response.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Deputy Director

AUTOMOBILE ACCIDENT

Duty Officer **ACTION**

- The Emergency Services Dispatcher is the primary action official for official responses to automobile accidents; however, in the event an automobile accident is reported to the Duty Officer, the appropriate course of action is:
 1. Obtain location
 2. Determine if there are injuries
 3. Call extension 911 for an ambulance if there are injuries

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Security Office

FIRE - EXPLOSION
Duty Officer **ACTION**

- When a fire - explosion is reported:
 1. Obtain facility number
 2. Transfer the call immediately to the Emergency Dispatch Office, extension 911
 3. Notify Communications Repair (See page 12 of this handbook.)

BACKGROUND

LPR 1046.1, "Langley Research Center Emergency Plan," Chapter 4, "Major Accidents or Explosions," gives direction for handling incidents according to their severity.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Office of Safety
and Mission Assurance

PERSONAL INJURY - AMBULANCE

Duty Officer **ACTION**

- When you receive a call for an ambulance:
 1. Obtain facility number
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911

Director, Office of Safety and
Mission Assurance

PLANE CRASH
Duty Officer **ACTION**

- When you are notified of a plane crash:
 1. Obtain location.
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911.
 3. Determine services required and obtain required services from the LaRC Duty Officer Call List.

BACKGROUND

Direction for handling aviation accidents see:

LPR 1046.1, "NASA Langley Research Center Emergency Plan," Chapter 4, "Major Accidents or Explosions."

LMS-OP-0939, "Aviation Accident Reporting, Investigation and Site Management Plan."

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, ~~Airborne Systems Competency~~Flight Research Services Competency |

RADIATION ACCIDENT

Duty Officer **ACTION**

- When a radiation accident is reported:
 1. Obtain location
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911
 3. Notify Radiation Safety Officer or the Alternate Radiation Safety Officer.
Alternate: LaRC Safety Manager

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Office of Safety
and Mission Assurance

COMMUNICATIONS REPAIR OTHER THAN NORMAL DUTY HOURSDuty Officer **ACTION**

- **LaRC Telephone Facilities**

When telephone repairs are required, proceed as follows:

1. Call digital pager number: 881-3117.
2. After receiving a tone, or a series of short beeps, dial the telephone number that you want to be called on, press the “#” sign, then hang up.
3. The LaTS technician on duty will call back on the number you entered. If there is no response within 5 minutes, repeat the process.
4. If there is no response to the second page, call one of the personnel listed under Communications Repair.

- **NASA Information Services Network (NISN)**

NISN Gateway equipment, located at 16 West Taylor Street (Facility 1213, Room 144), is a critical 24-hour, 7-day operation affecting all LaRC long distance telephone, facsimile, and data communications. Alarms are remotely sensed at the Network Control Center (205-544-1771) at the Marshall Space Flight Center in Huntsville, AL and trouble calls are most likely to originate there.

- ☐ For Electrical Power failure: See pages 19 of this handbook.
- ☐ For Air Conditioning failure: See page 36 of this handbook.
- ☐ In all cases, also notify, in the order listed under WANG in the LARC Duty Officer Call List, one of the contacts to coordinate follow-up effort.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Communications and Computer Systems Branch
Systems Engineering Competency

FAA INCOMING TELEPHONE CALLS

Duty Officer **ACTION**

BACKGROUND NASA Langley Research Center pilots include the Duty Officer's telephone number when filing flight plans with the Federal Aviation Administration (FAA)

- When an FAA telephone call is received, inform the caller to call one of the individuals in the order listed in the LARC Duty Officer Call List.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Deputy Director for Electromagnetics, Flight,
and Simulation Experimentation
Airborne Systems Competency

PORTABLE RADIO ASSIGNMENTSDuty Officer **ACTION**

Should a serious emergency occur requiring a communications link, upon request of the person in charge, the portable radios listed below - Frequency 171.150 MHz - may be used.

| Call No. | Serial No. | Facility No./Street Address | Room | Location |
|----------|------------|------------------------------|------|--------------|
| ES-3 | 651ATN0043 | 1238 (1 East Durand Street) | 165 | Charger |
| ES-4 | 651ATN0044 | 1238 (1 East Durand Street) | 165 | Charger |
| ES-6 | 651ATN0045 | 1238 (1 East Durand Street) | 165 | Charger |
| ES-9 | J22-645 | 583 (191 Thornell Avenue) | 107 | Control Room |
| ES-10 | J22-651 | 583 (191 Thornell Avenue) | 107 | Control Room |
| ES-13 | 651ATN0046 | 1238 (1 East Durand Street) | 165 | Charger |
| ES-14 | INV38321 | 1247D (1D East Reid Street) | 139D | Cab #29 |
| ES-15 | INV38323 | 1247D (1D East Reid Street) | 139D | Cab #29 |
| ES-18 | 651ATN0047 | 1238 (1 East Durand Street) | 165 | Charger |
| ES-19 | 651ATN0048 | 1238 (1 East Durand Street) | 165 | Charger |
| VOX | 651ATN0049 | 1238 (1 East Durand Street) | 165 | Charger |
| 1395 | 1101520 | 1275 (22 Lewis Loop) | 107 | Charger |
| 1394 | 1101521 | 1275 (22 Lewis Loop) | 107 | Charger |
| | L96-J40 | 1297 (12 West Bush Road) | 110A | Tool Rm. |
| | L96-J60 | 1297 (12 West Bush Road) | 110A | Tool Rm. |
| | *654ARJ025 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ026 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ027 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ028 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ024 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ022 | 1262 (2 West Bush Road) | 101 | Charger |
| | *654ARJ023 | 1262 (2 West Bush Road) | 101 | Charger |
| | *414548119 | 1258 (12 Wythe Landing Loop) | 200 | Charger |
| | *414548520 | 1258 (12 Wythe Landing Loop) | 200 | Charger |
| | *70918014 | 1258 (12 Wythe Landing Loop) | 200 | Charger |

*Each radio has two channels

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

RADIO/AUDIO/VIDEO EQUIPMENT REPAIR

Duty Officer **ACTION**

Radio Equipment Repair

- When it is necessary to repair radio equipment after normal duty hours, contact:

Flight Instrumentation Branch, Systems Engineering Competency
 - If unable to contact a representative, call:

Gately Communications 826-8210. Call to answering service will direct service technicians.
- ☐ Advise the Flight Instrumentation Branch, 45407, the next working day of any requests or repairs that were made.

Audio or Video Equipment Repair

- When it is necessary to repair audio or video equipment after normal duty hours, contact:

Library and Media Services Branch, Office of the Chief Information Officer representative.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Systems Engineering Competency

Head, Library and Media Services Branch
Office of the Chief Information Officer

CANCELLATION OF EXCESS POWER

Duty Officer **ACTION**

- When notice of cancellation of excess power is given by Virginia Power:

Notify the LaRC Power Dispatcher, extension 42995 or 46343

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Program Integration Office
Systems Engineering Competency

ELECTRICAL SERVICES OTHER THAN NORMAL DUTY HOURS**Duty Officer**

For electrical services which cannot be delayed until regular hours, determine from the caller what type of electrical equipment is involved and notify one of the responsible individuals as listed under Johnson Controls Inc. (see the LARC Duty Officer Call List) for the following areas:

- Main Drives or Research Equipment and Large Air Compressors (East and West Areas) **[Mechanical]**
 - Power Distribution System (annunciator alarm at the Stratton Road Substation, Facility 1233, 10 Victory Street, or trouble in the distribution system) **[Electrical/Power Dist]**
- Data Reduction Center, 15 Langley Boulevard (Facility 1268) (bldg. power, comp. power) **[Electrical/Power Dist]**
- Building Equipment, West Area, and West Heating Plant, 14 West Taylor Street (Facility 1215) (general lighting, power, and standard machine tool equipment) **[Electrical/Power Dist]**
- Building Equipment, East Area **[Mechanical/Electrical/Power Dist]**
- Fire Alarm Systems and Utility Alarms **[Fire Alarm]**

ACTION

CONTACT THE APPROPRIATE RESPONSIBLE INDIVIDUALS AS LISTED IN THE LARC DUTY OFFICER CALL LIST (Johnson Controls Inc.)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

EMERGENCY SWITCHING

Duty Officer ACTION

- As authorized by the Langley Research Center Director, for emergencies where energized electrical lines are a **serious hazard** to life and property, follow the procedures listed below when a call is received:
1. Find out what emergency exists and the buildings involved.
 2. Request proper identification by having caller furnish name, badge number, and organization.
 3. Verify information through the Emergency Services Dispatcher, extension 911.

Respond only to the:

- Officer in charge of the West Area NASA Fire Station
 - Langley Air Force Base Fire Chief
 - Langley Air Force Base Electrical Superintendent
 - Langley Air Force Base Control Desk Monitor
 - LaRC Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer
4. Go to the Stratton Road Substation, 10 Victory Street (Facility 1233), and reestablish telephone contact with the caller.
 5. Perform the required switching in accordance with the posted Emergency Switching Chart.
 6. Advise the caller that power lines are disconnected but **caution** the caller to treat as energized and make no direct contact with the lines.
 7. Notify:

Facilities Utilities Manager
Facilities Maintenance Manager
Technical Assistant for Maintenance, Systems Engineering Competency

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

**ELECTRICAL POWER OUTAGES OF FEEDERS TO LANGLEY AIR FORCE BASE
(LAFB)**

Duty Officer **ACTION**

- Report any planned electrical power outage of electrical feeders supporting the LAFB 48 hours in advance, if possible, by telephone to LAFB, telephone 764-5451 or 764-5452.
- Report immediately any nonplanned electrical power outage to LAFB, telephone 764-5451 or 764-5452.
- Identify the feeder number involved and the estimated duration of the outage when notifying LAFB in either event.

Maintenance Manager
Systems Engineering Competency

UNSCHEDULED POWER OUTAGES

Duty Officer **ACTION**

- When notified of unscheduled power outages involving building/buildings, contact **one** of the following to restore power to systems requiring manual restoration:
 1. Facility Coordinator
 2. Alternate Facility Coordinator
 3. Facility Safety Head

Maintenance Manager
Systems Engineering Competency

ACCESS TO LOCKED OR RESTRICTED AREAS

Duty Officer **ACTION**

- Access to those areas which have keys in the **KEY CASE** is allowed, at your discretion.
- Access for other areas call the Emergency Dispatch Office, extension 45500 or 45600.
- For emergency locksmith services, including a physical problem with a locking device, call the Emergency Dispatch Office, extension 45500 or 45600. The Dispatcher will contact the locksmith and have the locksmith contact the Duty Officer.

Head, Security Office

BOMB THREAT

Duty Officer **ACTION**

- When notified that a bomb threat has been received:
 - Obtain the full name, organization, facility number, room number, and telephone number of the person who received the bomb threat.
 - Request the calling party to immediately notify the Emergency Services Dispatcher:

Extension 911 or 45500 - if call is received on an LaRC telephone
Telephone Number 864-5500 - if call is received on a non-LaRC telephone
or 864-5600

Call the Dispatcher to confirm that he has been notified of the bomb threat.

- When you receive the bomb threat directly:
 - ☐ Remain calm
 - ☐ Listen carefully to caller and keep the caller talking
 - ☐ Get as much information as possible from the caller (see Bomb Threat Instructions, next page). Record the information on the Bomb Threat Instructions and immediately give the form or the information to the Head, Security Office, through the Dispatcher, Extension 911 inside the Center.
 - ☐ Notify the Dispatcher **immediately**, extension 911 or 45500, when the caller hangs up.
 - ☐ Pass on all information received, as annotated on the Bomb Threat Instructions, to the Dispatcher.
 - When requested to do so by the Dispatcher, notify the Facility Coordinator to report to the threatened facility as soon as possible.

Head, Security Office

BOMB THREAT Continued**DON'T PANIC!!!**

**REPORT ALL BOMB THREATS
IMMEDIATELY TO:**

911**OBTAIN THE FOLLOWING INFORMATION,
IF POSSIBLE:**

Exact words of caller: _____

QUESTIONS TO ASK:

When is bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

Number at which call is received:

Time: _____ Date: _____

This guide is based on information furnished
by the FBI Bomb Data Center.

CALLER'S DESCRIPTION:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

CALLER'S VOICE:

| | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

If voice is familiar, who did it sound like?

THREAT LANGUAGE

| | |
|--|--|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

BACKGROUND SOUNDS:

| | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office machinery | Other _____ |

IF EVACUATION IS ORDERED, quickly observe
your area or space for any suspicious or strange
articles. Describe the article and its location to
Security, Fire, or Safety Personnel.

This Document is Uncontrolled When Printed.

Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

CIVIL DEFENSE ALERT

Duty Officer **ACTION**

BACKGROUND When a civil defense alert is announced, the Langley Air Force Base (LAFB) Air Combat Command (ACC) Command Center (764-3252), in compliance with the LAFB Disaster Control Plan, will notify the LaRC Duty Officer.

1. Record message exactly as received.

NOTE: LaRC can reach the LAFB Command Center by dialing 764-3252 or the LAFB Disaster Control Center by dialing 764-5411 on our internal telephone system. Because there is no direct secure line, the Duty Officer must confirm any LAFB requests or alerts by return call to either the Command Center or the Disaster Control Center.

2. Contact the LaRC Emergency Preparedness Officer or Alternate Emergency Preparedness Officer and one of the Emergency Officers listed below giving the exact message received.

- Emergency Officers:

Deputy Director

Center Director

Director, Office of Safety and Mission Assurance

Head, Security Office

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Center Director

CIVIL DISTURBANCE

Duty Officer **ACTION**

- When a civil disturbance is reported:
- Obtain location
- Notify Emergency Dispatch Office, extension 911 or 45500 from an on-Center extension
- Notify the Head, Security Office

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Security Office

**IMPENDING HURRICANE, STRONG WINDS, EXTREMELY COLD WEATHER, OR
HIGH TIDES**

Duty Officer **ACTION**

- When an impending hurricane, strong winds, extremely cold weather, or high tide is reported:

1. Notify Emergency Preparedness Officer

OR

Alternate Emergency Preparedness Officer

BACKGROUND LPR 1046.1, "NASA Langley Research Center Emergency Plan," places the responsibility to protect buildings and facilities from impending hurricanes or high tide on the Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer. LAPD 1700.2, "Safety Assignments," places the responsibility for protecting facilities from extremely cold weather on the Facility Coordinator.

2. Notify one of the individuals listed below:
 - a. Facilities Maintenance Manager (COTR Johnson Controls Inc. Contract)
 - b. Technical Assistant for Maintenance, Systems Engineering Competency
3. If none of the above can be reached, call:
Director, Systems Engineering Competency

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Deputy Director

NOTIFICATION BY LANGLEY AIR FORCE BASE OF ORDNANCE ACTIVITY

Duty Officer **ACTION**

- Inform the individuals below of planned activities:
- 1. Head, Security Office
- 2. Fire Department Chief
- 3. Public Affairs Specialist, Office of Public Affairs

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Office of Safety
and Mission Assurance

Head, Office of Security and
Environmental Management

SECURITY VIOLATIONS
(AFTER NORMAL DUTY HOURS)

Duty Officer **ACTION**

- Report to Emergency Dispatch Office - extension 45500 or 45600.

Head, Security Office

ASSISTANCE FOR OFFICIAL VISITORS

Duty Officer **ACTION**

- If there are no prior instructions:

☐ Record:

Name

Home Address

Home Telephone Number

Local Address

Local Telephone Number

☐ Notify one of the individuals listed in the LARC Duty Officer Call List under Office of Public Services

☐ Provide any other assistance, as appropriate

- All nonstandard hours badging is accomplished by the Emergency Services Dispatcher. Coordinate assistance for official visitors with the Head, Security Office, through the Emergency Dispatch Office.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Office of External Affairs

ISSUANCE AND RECEIPT OF GOVERNMENT VEHICLES

Duty Officer ACTION

For issuance of a Government vehicle for use **off-Center** by a traveler:

- Issue a key from the Key Lock Box located in Facility 1199, Room 102A. The travel vehicles are located in the rear of Facility 1199, 2 East Ames Street. (All travel outside of a 50-mile radius of the Center must have signed travel orders.)
- Advise personnel involved to return vehicle to the parking lot in the rear of Facility 1199 and place keys in the red Key Return Box.

For issuance of a Government vehicle for use **on-Center only**:

- Survey the travel vehicles parked in the rear of Facility 1199, 2 East Ames Street, for available vehicle.
- Advise personnel involved to return vehicle to the parking lot in the rear of Facility 1199 and place keys in the red Key Return Box.

NOTE: Leave a written statement in Facility 1199, Room 102-A, informing the vehicle controller of the action taken (include name(s) of traveler(s) and destination).

If a problem occurs in the performance of the above duties, contact Office of Logistics Management personnel as listed in the LARC Duty Officer Call List.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Office of Logistics Management

ON-SITE LARC CONTRACTORS

Duty Officer **ACTION**

Should an emergency occur which involves a contractor, notify the appropriate Contracting Officer's Technical Representative (COTR) for the contract involved.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Procurement Operations Office
Office of Procurement

RECEIPT OF MATERIALS AFTER NORMAL DUTY HOURSDuty Officer **ACTION**

5. Instruct carrier to return during normal duty hours to 4 South Marvin Street (Facility 1206), Shipping and Receiving (7:30 a.m. to 3:30 p.m.).
- When delivery is questionable, contact Office of Logistics Management (OLM) personnel as listed in the LARC Duty Officer Call List.

NOTE: In the event deliveries are accepted, annotate receipt on delivery ticket(s) and forward to Office of Logistics Management, Mail Stop 377, the following workday.

- If the material is hazardous, notify OLM personnel as listed in the LARC Duty Officer Call List.

Also notify:

LaRC Fire Chief.

- For bulk delivery of liquid nitrogen to LaRC research facilities, prior delivery instructions are to be furnished to the Duty Officers for anticipated deliveries during non-duty hours by OLM, extension 46340 or 43571.
- ☐ Instruct carrier to deliver liquid nitrogen to designated facilities.
 - ☐ Upon completion of deliveries, sign all delivery tickets acknowledging receipt of liquid nitrogen, noting quantity received, quantity delivered to each unit, and building numbers.
 - ☐ Forward two copies of each delivery ticket to Mail Stop 380, OLM, in the first mail pickup following the delivery. Should problems occur, contact personnel as listed under Office of Logistics Management in the LARC Duty Officer Call List.
-

NOTE: LN₂ is shipped out of Baltimore Plant.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Office of Logistics Management

Director, Office of Safety and Mission
Assurance

RECEIPT OF EXPLOSIVES AND PYROTECHNICSDuty Officer **ACTION**

- Notify, in the order listed in the LARC Duty Officer Call List, one of the NASA-LaRC personnel to coordinate the receipt and handling of explosives and pyrotechnics at this Center:

[See the LARC Duty Officer Call List, Explosives and Pyrotechnics, for contacts and telephone numbers)

NOTE: Class 1.4 explosive shipments no longer require an external label on the truck; they may be shipped by any means. Class 1.4 explosive materials can be off-loaded at the receiving dock (Facility 1206) and placed in a segregated area while awaiting the arrival of the above personnel. Call in the order listed. If a truck arrives at the main gate with an explosive symbol externally displayed, the shipment is a 1.1, 1.2, or 1.3 explosive classification. The truck should be stopped at the gate, without unloading any of the shipment, and the personnel called in the order listed. These personnel will either transfer the shipment to the Pyrotechnic Truck or escort it to the Dedicated Pyrotechnic Facilities (Facilities 1158, 1158A, or 1159) for processing and storage.

- If a delay (greater than 24 hours, including overnight) occurs and the personnel listed in the LARC Duty Officer Call List cannot meet and coordinate an explosive shipment, notify the LaRC Emergency Dispatch Office, 45600. The Security Office will provide an escort for the explosive transport vehicle to the Dedicated Pyrotechnic Facilities, open the power gate of the outer perimeter fence, instruct the driver to park and leave the vehicle or trailer on the road inside, and close and lock the gate. **This is the only manner in which Class 1.1, 1.2, or 1.3 shipments can be left unguarded.** The shipment will be processed when one of the above personnel has arrived at the scene.

BACKGROUND LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics," Chapter VIII, "Shipping and Receiving," gives procedures to be followed for Class 1.1 (was A), 1.2, 1.3 (was B), or 1.4 (was C) explosives and pyrotechnics.

Pyrotechnic Support Engineer
Test and Development Branch
Systems Engineering Competency

Director, Office of Safety
and Mission Assurance

Head, Security and Environmental
Management Office

EMERGENCY TRAVEL
(AFTER NORMAL DUTY HOURS)

Duty Officer **ACTION**

- If emergency travel or travel assistance is requested by a NASA employee

Contact:

CI Travel (1-800-287-9027)

(For airline ticket information)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Accounts Payable and Employee Services Branch

UNSCHEDULED ARRIVAL OF PLANES AT HANGARDuty Officer **ACTION**

- Contact one of the individuals listed:
 1. Head, Aircraft Systems Branch
~~Airborne Systems Competency~~Flight Research Services Competency
 2. Aerospace Engineering Technician
Aircraft ~~Systems Services~~ Branch
~~Airborne Systems Competency~~Flight Research Services Competency
 3. Aviation Manager
~~Airborne Systems Competency~~Flight Research Services Competency
- Cooperate with the person called
- Ensure that the individuals arriving are assisted appropriately
- Notify the Emergency Dispatch Office, extension 45500, in order that an appropriate level of security may be provided the aircraft

NOTE: For FAA incoming telephone calls, see page 13.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

~~Deputy Director for Electromagnetics, Flight,
—and Simulation Experimentation~~
~~Airborne Systems Competency~~Flight Research Services Competency

MECHANICAL SUPPORT AND UTILITIES SERVICES

Duty Officer

- Main Drive Mechanical Systems -- Bearings, excessive vibration, pumps, couplings, gear drives, lubrication systems, compressing systems, valves
- Refrigeration and Air-Conditioning Equipment
- Cooling Towers and Related Equipment
- High Pressure Air Systems
- Mechanical Pumps
- Rigging Services
- Pipefitting

ACTION

Contact the appropriate responsible individuals as listed in the LARC Duty Officer Call List.

Controls Systems (See Johnson Controls Inc. Support Services)

Contact the appropriate controls personnel as listed in the LARC Duty Officer Call List.

Cranes and Elevators (Johnson Controls Inc.)

1. Contact the appropriate cranes and elevators personnel as listed in the LARC Duty Officer Call List.
2. Contact the Cranes and Elevators Contract COTR as listed in the LARC Duty Officer Call List.

NOTE: In the event that the responsible personnel, as listed, cannot be reached in an emergency situation, pertinent calls shall be directed to:

Technical Assistant for Maintenance
Systems Engineering Competency

When the problem is within a facility or associated with a facility, in addition to the individuals listed above, notify one of the following:

1. Principal Facility Coordinator
2. Alternate Facility Coordinator
3. Facility Safety Head

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

EMERGENCY STOCK ISSUEDuty Officer **ACTION**

- ☐ When NASA or contractor employees require stock after normal duty hours the following procedures are to be used:
1. Notify the Emergency Dispatch Office, extension 45500 or 45600, that emergency Stock Issue is being requested (name of person and organization assigned) for specific item or items.
 2. Dispatcher will record the request and assign a Security Officer to accompany the Duty Officer and the requestor. The Security Officer will provide access to stockroom and other warehouse facilities as necessary, and ensure facilities are secured when leaving premises.
 3. Escort the person requiring stock into the warehouse area to obtain the required items. If you are unable to escort the person, you may authorize the Security Officer to do so.
 4. The Security representative will log item or items supplied to requester and time of transaction.
 5. The Duty Officer will annotate date and time and co-sign NASA Langley Form 55, "LaRC Stock Issue and Turn-In Slip," and leave the completed form on the stock supervisor's desk in 4 South Marvin Street (Facility 1206).
 6. The Duty Officer will record in the NASA Langley Duty Officer's Log that access was made and that the above procedures were followed.
- ☐ In case of fire or other emergency condition, emergency personnel are to be admitted immediately.

The facilities involved in this procedure are:

| Street Address | Facility Number |
|------------------------|------------------------|
| 4 South Marvin Street | 1206 |
| 7 East Durand Street | 1245 |
| 18 South Marvin Street | 1171 |
| 20 South Marvin Street | 1172 |
| 22 South Marvin Street | 1173 |

Office of Logistics Management

Head, Security Office

NATURAL GAS LEAK

Duty Officer **ACTION**

- When a natural gas leak is reported, notify the Emergency Dispatch Office, Extension 45600 or 0
- 2. Notify one of the following in the order listed:
 1. Zone Maintenance Manager
 2. Zone Maintenance Management Office

[See the LARC Duty Officer Call List for contacts and telephone numbers]

- If a natural gas leak or odor is in the vicinity of the 16-Foot Tunnel, check the natural gas station in the fenced area on the west side of the 16-Foot Tunnel Drive Control Building near Route 172.

[If gas is escaping, call one of the Virginia Natural Gas personnel as listed in the LARC Duty Officer Call List]

Maintenance Manager
Systems Engineering Competency

POLYCHLORINATED BIPHENYL (PCB) SPILL
Duty Officer **ACTION**

- When notification that a polychlorinated biphenyl (PCB) spill has occurred, contact Spill Response personnel, in the order listed.
- Spill Coordinators
- Contractor COTR (Johnson Controls Inc.)
- LaRC Safety Manager or the Alternate Emergency Preparedness Officer
- Zone Maintenance Management Office

OR

- Hazardous Materials Cleanup and Decontamination Team (See Johnson Controls Inc. Support Services in the LARC Duty Officer Call List)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

HAZARDOUS MATERIAL SPILL
Duty Officer **ACTION**

When a hazardous material spill occurs:

1. Obtain location
2. Immediately contact the Emergency Dispatch Office, extension 911 and provide all information.

Director, Office of Safety
and Mission Assurance

Head, Office of Security and
Environmental Management

SNOW AND ICE REMOVAL

Duty Officer ACTION

- When heavy or unexpected night snowfall or severe ice conditions occur, to ensure that removal operations are initiated, notify one of the individuals listed below:
 1. Emergency Preparedness Office or the Alternate Emergency Preparedness Officer
 2. Snow Removal Officer
- If none of the above personnel can be reached, call:

Facility Equipment Support Services
Johnson Controls, Inc. COTR

BACKGROUND The Snow Removal Officer is responsible for alerting appropriate JSI personnel to stand by for duty.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

WATER, STORM SEWER, AND SANITARY SEWER

Duty Officer ACTION

- When water damage to the inside or outside of a facility occurs or a storm sewer or sanitary sewer problem is reported, notify the appropriate Craft Supervisor from the Johnson Controls Inc. listing in the LARC Duty Officer Call List. If there is facility damage, notify the Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer.

NOTE: In addition to the above notification, notify one of the following:

1. Principal Facility Coordinator
 2. Alternate Facility Coordinator
 3. Facility Safety Head
 4. For storm sewer or sanitary sewer problems, also notify the Environmental Management Office
- When water damage to the grounds is reported, notify one of the following:
 1. COTR/Grounds Maintenance Contract
 2. Zone Maintenance Management Office

NOTE: If none of the above individuals can be reached, call:

Maintenance Manager
Systems Engineering Competency

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency

UNDERGROUND UTILITIES

Duty Officer **ACTION**

- After receiving notice of an underground utilities emergency, contact the appropriate Craft Supervisor from the Johnson Controls Inc. listing in the LARC Duty Officer Call List.

Personnel to perform the work (contractor or civil service) will consult the Duty Officer and identify any hazards adjacent to the affected area, using subsurface drawings.

- Approve digging operations after assuring that hazards have been identified.

If digging is near high voltage underground cables or instrumentation lines and a clear judgment cannot be made, contact Engineering personnel to clearly identify the area.

- Inform the Underground Utilities Coordinator, extension 47265, of the emergency operation at the beginning of the next regular shift.

The Underground Utilities Coordinator will inspect the site and issue a permit if the excavation must remain open.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Systems Engineering Competency